

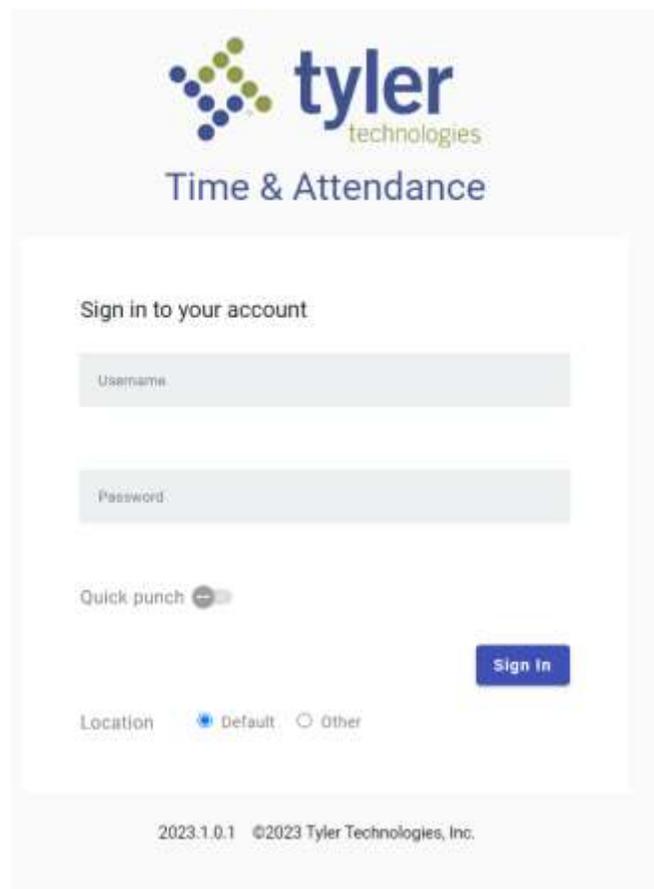
URLs

ExecuTime:

<https://scotlandcountync.executime.com/ExecuTime/Login.action?bmark=Index.action&kioskLogin=false>

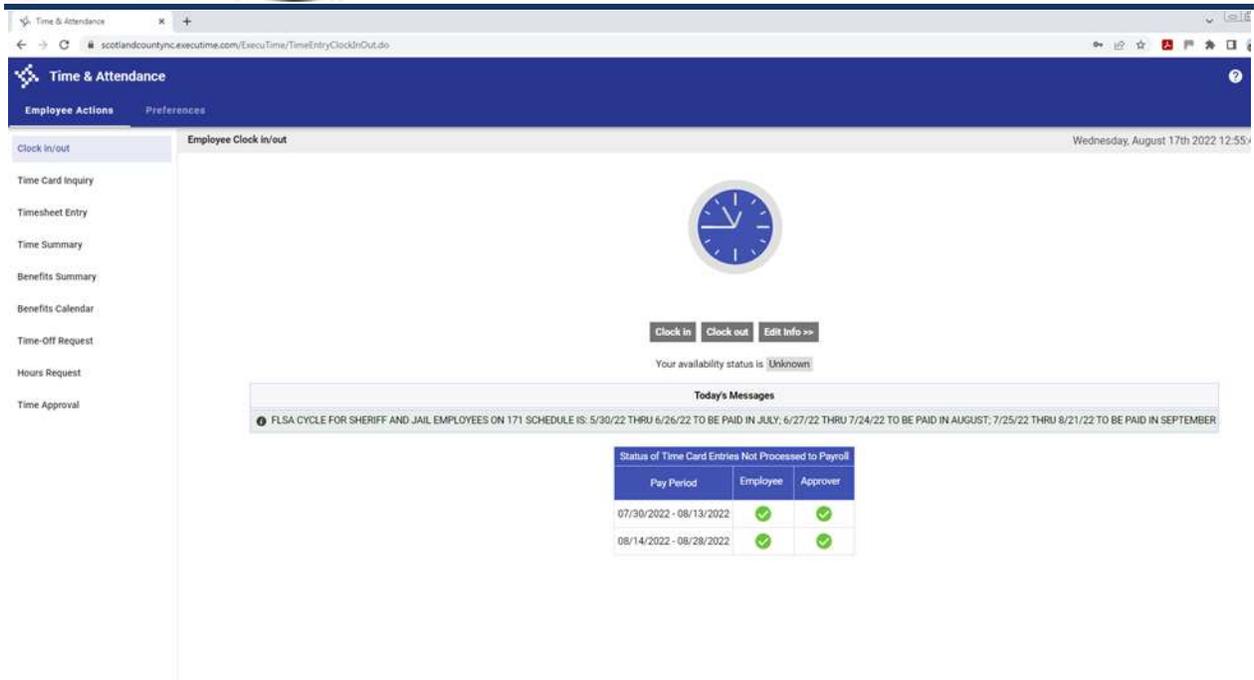
Fast Clock In/Out: slide “Quick Punch” toggle at the log in page

Process



The screenshot shows the Tyler Technologies Time & Attendance login interface. At the top, there is the Tyler Technologies logo and the text "Time & Attendance". Below this, the heading "Sign in to your account" is displayed. The login form includes a "Username" input field, a "Password" input field, and a "Quick punch" toggle switch. A blue "Sign In" button is positioned to the right of the password field. At the bottom of the form, there is a "Location" section with radio buttons for "Default" (selected) and "Other". The footer of the page contains the text "2023.1.0.1 ©2023 Tyler Technologies, Inc."

Your username is your Munis Employee ID number. (Supervisor/Department Head/Time Balancer provides this). For the initial login, your password is also your Munis Employee ID. Enter this information and click “Sign In”. You will be prompted to change your password. This will bring you to the following screen:



Time & Attendance

Employee Actions Preferences

Employee Clock in/out Wednesday, August 17th 2022 12:55



[Clock in](#) [Clock out](#) [Edit Info >>](#)

Your availability status is Unknown

Today's Messages

FLSA CYCLE FOR SHERIFF AND JAIL EMPLOYEES ON 171 SCHEDULE IS: 5/30/22 THRU 6/26/22 TO BE PAID IN JULY; 6/27/22 THRU 7/24/22 TO BE PAID IN AUGUST; 7/25/22 THRU 8/21/22 TO BE PAID IN SEPTEMBER

Status of Time Card Entries Not Processed to Payroll		
Pay Period	Employee	Approver
07/30/2022 - 08/13/2022	✔	✔
08/14/2022 - 08/28/2022	✔	✔

Clocking In / Clocking Out

To perform a time clock transaction, click on the “Clock In’ or “Clock Out” button. The availability status message in the center of the screen will indicate whether you are currently clocked in or out. If the status is incorrect please notify your supervisor and/or time balancer so they may make the appropriate correction.



Employee Clock in/out Wednesday, August 17th 2022 1:05:05 PM



[Clock in](#) [Clock out](#) [Edit Info >>](#)

Your availability status is Clocked in

Today's Messages

FLSA CYCLE FOR SHERIFF AND JAIL EMPLOYEES ON 171 SCHEDULE IS: 5/30/22 THRU 6/26/22 TO BE PAID IN JULY; 6/27/22 THRU 7/24/22 TO BE PAID IN AUGUST; 7/25/22 THRU 8/21/22 TO BE PAID IN SEPTEMBER

Status of Time Card Entries Not Processed to Payroll		
Pay Period	Employee	Approver
07/30/2022 - 08/13/2022	✔	✔
08/14/2022 - 08/28/2022	❌	❌



Click in Click out Edit info on

Your availability status is

Today's Messages

● FLSA CYCLE FOR SHERIFF AND JAIL EMPLOYEES ON 171 SCHEDULE IS: 5/30/22 THRU 6/26/22 TO BE PAID IN JULY; 6/27/22 THRU 7/24/22 TO BE PAID IN AUGUST; 7/25/22 THRU 8/21/22 TO BE PAID IN SEPTEMBER

Status of Time Card Entries Not Processed to Payroll

Pay Period	Employee	Approver
07/30/2022 - 08/13/2022	✓	✓
08/14/2022 - 08/28/2022	!	!